

# Memorandum

**SECRET**  
**EYES ONLY**

**CONFIDENTIAL**

TO : Director of Training

DATE: 13 August 1965

FROM : Personnel Office, OTR

SUBJECT: Weekly Activity Report #21

## I. SIGNIFICANT ITEMS:

None

## II. OTHER ITEMS:

### OTR Assignments

25X1A

1. EE reports that [ ] will TDY Headquarters on 23 August for a few days prior to his home leave and return to [ ]. The Division has been requested to have [ ] contact DTR and DDTR upon his arrival.

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2. [ ] has been extended until June 1966. Concurrent with this extension and as a result of his request, his dependents will be moved from [ ]

### Reassignment Possibilities

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1. [ ] Deputy Chief of Public Works at [ ], has been identified by Logistics as a suitable candidate for a critical vacancy in [ ] is considering his release along with the possibility of [ ] as his replacement. [ ] replacement in the Maintenance Control Branch may be a local wage board employee.

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25X1A

2. [ ] will be considered as a possible [ ] instructor at [ ]. His applicant file had been temporarily lost in Central Personnel. It has now been found and is being sent to OTR/Personnel on a priority basis.

### [ ] Rentals

25X1A

A Logistics Officer from the Real Estate and Construction Division will visit [ ] later this month to make a review of house rentals. This review is made approximately every three years.

DOCUMENT NO. \_\_\_\_\_

NO CHANGE IN CLASS. ☐

☐ DECLASSIFIED

CLASS. CHANGED TO: TS S

NEXT REVIEW DATE: \_\_\_\_\_

AUTH: HR 70-2

DATE: 26-1-82 REVIEWER: 006199

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downgrading and  
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Weekly Activity Report, OTR/Personnel, 13 August 1965

Illness

1. [ ] is still hospitalized at the Washington Hospital Center. [ ] is in continuous communication with [ ] and his wife. A check has indicated that his sick leave balance is high with over 900 hours to his credit.

2. [ ] has been ill at home during this past week. He returned to work today.

Possible Assignment Cancellation

Recent information from AID officials via [ ] of the CI Staff and [ ] of the Personnel Operations Division indicates that [ ] has decided to remain with AID as a permanent employee. Reasons behind this sudden change are unclear although there is indication that he has been offered the equivalent of a grade GS-14 in an interesting AID Headquarters assignment. The appropriate AID officials have been alerted to have [ ] contact OTR/Personnel on 23 August upon his return from his current TDY in [ ] Chief, Operations School has been advised.

CIA Retirement System

1. At this point OTR has processed 24 DDP and OTR careerists' applications for participation in the Agency Retirement System. Of the OTR Careerists, official participation approvals have been received for [ ]. Applications have been approved by the Board for [ ] and [ ] and their official notices are expected momentarily. [ ] was also identified as a participant. However, he has delayed signing the acceptance memorandum until he has thoroughly investigated the various aspects of his particular retirement circumstances. Participation applications for [ ] and [ ] were forwarded to the Retirement Staff and are scheduled for Board consideration on the 24th of August.

2. Clandestine Services Careerists assigned to OTR and approved as participants are [ ]

[ ] not meeting the criteria, have received their letters of "non-eligibility" from the Director of Personnel. [ ] application (short of "overseas" qualifying time) is being held by the Clandestine Services Personnel pending a Board decision on the validity of service in Covert Training as "qualifying" service.

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Weekly Activity Report, OTR/Personnel, 13 August 1965

25X1A

[ ] has delayed submitting her application until she has had a chance to review the Employee Bulletin on the CIA Retirement System. We were advised by the Secretary of the Retirement Board that the notice was released this week. [ ] a participant in the system, has been approved for retirement and is scheduled to retire on 30 August.

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Medical Staff Assignments

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1. [ ] a GS-08 Medical Technician, processed with OTR/Personnel this week for the number two position at [ ] and is scheduled to report there on 30 August.

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2. PO/Medical Staff has advised OTR/Personnel that [ ] Medical Technician at [ ] has been approved for extension there until May 1966. [ ] has been advised.

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Interviews

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OTR/Personnel has arranged an interview on 19 August for [ ], a wage board employee at [ ] to see connection with outplacement opportunities. [ ] is scheduled to retire in October of this year.

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Participants in the Annual Awards Ceremony

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[ ] have been selected to participate in the Annual Awards Ceremony to be given in the Agency auditorium on 17 September. The first three will receive 10-year awards and the second three will receive 15-year awards.

EODs

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1. [ ] GS-04 Clerk Typist, reported to OTR on Monday, 9 August. As previously reported, she has been detailed to RS/ETB.

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2. [ ] GS-05 Steno, will report to OTR from the Pool on Monday, 16 August. [ ] will be assigned to RS/AIB to fill the secretarial position recently vacated by [ ]

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Resignation

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[ ] GS-05 in LTS, has submitted her resignation to be effective 17 September. Due to the abolishment of a language requirement, the position occupied by [ ] will be down-graded

25X1A

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Weekly Activity Report, OTR/Personnel, 13 August 1965

from GS-07 to GS-06 when the LTS T/O is finalized. We will probably fill the position with someone from the Pool since we have no slot-bound grade GS-05s with shorthand, who are available or suitable for the assignment.

Summer Employee Resignations

1. Two of our ten summer employees have submitted their resignations. They are [redacted] OS/HT/OSF, and [redacted] IS/CT. [redacted] will resign on Friday, 13 August and will be married on 21 August. [redacted] will resign on Friday, 27 August. Fitness Reports have been requested and check-out arrangements have been made.

2. [redacted] a contract employee hired again for the summer to work as a clerical instructor, will terminate her contract on Friday, 10 September.

Reassignment

[redacted] has been accepted for the OBI GS-07 position for which she was interviewed last week. Camilla will probably leave in approximately five weeks, at the completion of the current course now being conducted by IS/IPF. [redacted] expressed interest in [redacted] as a possible replacement. However, [redacted] cannot release any more clerical people at this time. After clearing with [redacted] will review the files on Anita [redacted] the only suitable candidates OTR has.

LWOP

[redacted] has requested that [redacted] be granted 90 days LWOP beginning 1 October. [redacted] will be married on 9 October and move to Tampa, Florida, and this will give her an opportunity to investigate other federal employment. Every effort is being made to assist Carol in obtaining employment in the Tampa area. We have been advised that there are no staff positions available; however, contract employment and outplacement assistance are being pursued. [redacted] has discussed Carol's job with [redacted] and has pointed out that shorthand (which she lacks) is a definite requirement. We are now considering a possible candidate from the Office of Security.

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Weekly Activity Report, OTR/Personnel, 13 August 1965

Counselling

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[ ] has been concerned about the heavy indebtedness incurred by [ ] arranged for [ ] to talk with Dolores concerning the seriousness of this problem in regard to her Agency employment. At [ ] request, budget counselling was arranged with Mr [ ] of the Office of Personnel. [ ] advises that he will keep in touch with [ ] have been advised of the above.

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UNITED STATES GOVERNMENT

# Memorandum ~~CONFIDENTIAL~~

TO : Director of Training

DATE: 3 August 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 21  
27 July - 2 August 1965

1. On 26 July Chief IS and [ ] 25X1A  
attended the Budget  
meeting in the Headquarters Auditorium.

2. On Thursday afternoon, 29 July, [ ] 25X1A  
called  
Chief IS and said that Colonel White had called Mr. Bannerman  
and asked what arrangements had been made about the presentation  
to be given at the U.S. Army War College at Carlisle in October.  
Chief IS told [ ] that DTR had arranged directly with  
[ ] to give the talk and had so informed Colonel White at  
the time. After the phone conversation, Chief IS called [ ] 25X1A  
in DTR's Headquarters Office and dictated a brief memorandum  
addressed to [ ] confirming the phone conversation. 25X1A

[ ] hand-carried the memorandum to [ ] Office. 25X1A  
The preparation of the confirming letter from Colonel White to  
the Commandant of the War College had been held until [ ] 25X1A  
was available to supply the details necessary for the letter.  
The letter had been completed on 28 July and was being routed to  
Colonel White through channels. On the afternoon of 29 July  
Chief IS took the letter out of channels and hand-carried it to  
Mr. Bannerman's Office. A copy of the letter was left in DTR's  
1000 Glebe Office.

3. On 2 August, at DDTR's request, Chief IS prepared a memo-  
randum for DTR's signature giving Colonel White a list of the  
speaking chores that are usually done by the DCI, the DDCI, or  
the ED-C. Attached to the memo was a list of the Agency Training  
activities in which either the DCI, the DDCI, or the ED-C normally  
participates. The memorandum and the attachment virtually duplicated  
an earlier memorandum from DTR to ED-C covering the speaking activities  
of Mr. Kirkpatrick.

25X1A

*This was reported  
to [ ] [ ]  
with info [ ] [ ]  
to [ ] [ ]*

DOCUMENT NO. \_\_\_\_\_  
NO CHANGE IN CLASS. ☐  
☐ DECLASSIFIED  
CLASS. CHANGED TO: TS *02012*  
NEXT REVIEW DATE: \_\_\_\_\_  
AUTH: *HR 70-2*  
DATE: *26-8-82* REVIEWER: *006194*

Attachment: Reports

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# Memorandum

CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 2 August 1965

FROM : Chief, Orientation Faculty

SUBJECT: Weekly Activities Report No. 21  
26 - 30 July 1965

## 1. CT Orientation to Intelligence

An analysis of the results made by the July 1965 CT class on the 80-item, written, objective test on the course content was as follows:

On the basis of the five-point rating scale, the 65 members of the class achieved the following:

12 students - Outstanding (0 - 2 wrong)  
48 students - Strong (3 - 7 wrong)  
4 students - Proficient (8 - 10 wrong)  
1 student - Adequate (19 wrong)

Thus, with 60 out of 65 students making the two highest grades, this class would appear to have, based solely on these test results, displayed a high level of understanding of the material covered in our course. The test results appear to be slightly better, as a group, than the previous class of comparable size (January 1965), when 40 out of a class of 75 achieved the two highest grades on a 45-item test.

Several factors combined to make for a more effective course, despite the difficulties of administering it at Headquarters with a limited Staff. Among these factors were (1) the first extensive use of the self-review device which some students claimed helped them considerably; (2) having the class for two weeks gave more time for overall review, individual counselling and better course organization.

## 2. Conference with [ ] Instructor

On 30 July, [ ] conferred with [ ] regarding the content of the two-week CT course. His interest was to find out what

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material was covered, particularly in the Clandestine Services area, what the speakers emphasized and how they presented their material. [ ] was also given a copy of the new self-review device and was promised a student kit for his retention as soon as one can be prepared. He indicated that this would not only help his staff regarding the CT course but would be helpful in up-dating their knowledge of the Intelligence Community and CIA.

### 3. NSA Briefings

B

The fifth and last high-level CIA briefing for senior NSA personnel at NSA (Fort Meade) took place on Wednesday, 28 July 1965, as a top level six-man team headed by Dr. Albert Wheelon described the role of the Scientific and Technical line of effort in CIA. Dr. Wheelon oriented the restricted group of 75 NSA personnel on the development of the S&T effort in CIA, the overall mission of the DDS&T, and the interrelationships of the different offices under the DDS&T, and some of the successes and problems of the DDS&T. Then in turn Messrs. George Miller of OEL, Carl Duckett of FMSAC, [ ] of OSI, Robert Chapman of ORD, and Joseph Becker of OCS provided a frank and clear picture of the accomplishments, the problems, and the specific interrelationships with NSA of their respective offices. The morning briefings were closed by a brief summary from Dr. Wheelon. While as usual the questioning was limited, several of the NSA personnel attending expressed gratitude at having their limited knowledge of the Agency widened so as to give them a more complete understanding of the Agency. [ ] Deputy Director of NSA, again presided and escorted the speakers to lunch.

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### 4. Conferences at the Pentagon Regarding the Two-Day Project USEFUL

With the IOF planning to take over the administration and operation of the abbreviated, two-day Project USEFUL this fall -- while the Operations School continues to direct the longer, two-week Project USEFUL -- conferences were held at the Pentagon this past week with the two Defense officials responsible for arranging JCS (particularly Joint Staff) participation and that of the DIA. [ ] USN, has replaced [ ] as the key official handling participation by the JCS as well as that of the services, while [ ] continues to be responsible for the participation of DIA personnel. These were some of the views expressed: (1) with so many new personnel coming aboard at the beginning of the school year, the most

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desired time for a course from both the JCS and DIA view-  
points is early fall; (2) two courses a year -- preferably  
one in the fall and one in the spring -- would probably be  
sufficient for the needs of JCS and DIA; (3) while the  
ratio in the past has been about 15 JCS to 35 DIA personnel  
attending the course, JCS hoped to increase its attendance at  
the fall course to 20; [ ] thought DIA would accept a  
reduction to 30 for the Fall running; (4) [ ] of DIA  
expressed the hope that CIA might be able to work out simpler  
security arrangements for the abbreviated, two-day course.  
[ ] told these officials that we would  
contact them again soon about the proposed 29 - 30 September  
dates for the next course.

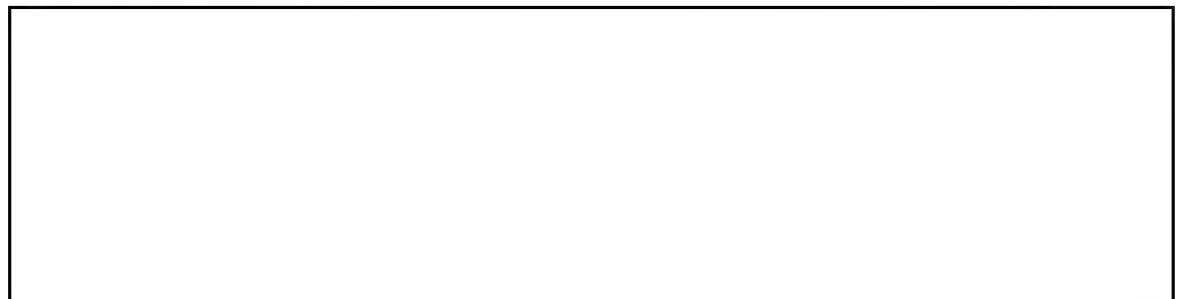
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5. Special Briefings

25X1C



b. On 29 July 1965 at Headquarters, [ ] briefed  
U.S. Ambassador David Bane, who will take over the Embassy  
in Gabon, regarding significant developments in the NSC,  
intelligence community, and within the Agency.

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25X1C



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d. [ ] presented the CIA Introduction to 31 new employees  
on 26 July at Headquarters.

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6. Orientation for Overseas

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[ ] reports that there are fourteen people, including two wives, enrolled in this two-day course scheduled for 3 - 4 August.

7. Personnel Note

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[ ] has just returned from two and a half weeks annual leave in the Minneapolis area.

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# Memorandum

TO : Chief, Intelligence School

DATE: 2 August 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 21  
26 July - 30 July 1965

3

1. Sherman Kent was host to the DDI CT's for one day last week. He had them accompany him at his morning staff meeting, where he introduced them to the Board of National Estimates. Afterwards they sat in on two meetings of the Board, where forthcoming NIE's on [ ] and Eastern Europe were discussed. The CT's then had individual conferences with working members of the Staff of ONE, including several CT's who are on the staff. [ ] Executive Officer of ONE, then chaired a wrapup discussion for the CT's. One of the interesting things about the day was when Mr. Kent moved the USIB Reps out of the USIB Conference Room to a smaller room down the hall in order to reserve the more splendid room for the CT's.

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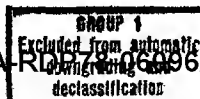
2. [ ] a CT temporarily assigned to the DD/I's office, called [ ] to discuss an idea for publicizing the work of the DD/I in Congress and elsewhere and his idea was to have a movie made. [ ] told him about the multi-reel movie [ ] has produced on this subject which could, through judicious pruning, be condensed into the type of film he had in mind.

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3. [ ] of OSI, consulted with [ ] on methods of presenting a staff study he is working on for the AD of OSI. [ ] was given the job of surveying the potential within OSI for utilizing the computer to be an aid to the analyst. He found a very large number of potential jobs for the computer to do and believed many more would be turned up if the analysts knew more about computers. His prime recommendation will be that all analysts be given a short, intensive training program in computer fundamentals and computer use. One reason for advocating the training in computer fundamentals is that there will soon be available desk-side machines for direct input into and output from the computer. To utilize these machines it will be necessary for analysts to learn more about the details of input.

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4. An incident has recently occurred involving IPF that we do not fully understand. We were informed by Mr. [ ] of the Operations School that a proposal had been made by the Imagery Analysis Division/CIA for it to offer two hours of briefing on something to do with photo interpretation in the [ ] courses at [ ]. Because we already offer training in this field to people going to [ ] requested us to check it out for him. We phoned the Chief/Geo-Military Branch/IAD, and made arrangements to meet with him here at 1000 Glebe during the week of 12-16 July. We did not hear from Chief/Geo-Military Branch/IAD again, and we next learned that he had visited [ ] on 20 July. The chief instructor of the [ ] course at [ ] had accepted the proposal of the Chief/IAD. As of now we do not fully understand what has happened but we suspect that OTR has been the victim of a self-serving maneuver on the part of IAD.

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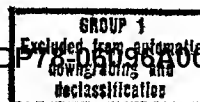
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5. A number of new things and ideas are on trial during this running of the Intelligence Techniques Course. The new Vu-Graphs are in use by the students. With the addition of these instruments to our stock of equipment, each section room contains simple but effective machinery for the display of transparent visual aids. The non-notebook is another device on trial. A few weeks ago we scrapped the student notebook, rescued some of its contents as handouts to the CT's and remanded the rest of the contents to the gentle care of the interested instructors. Each instructor will hand out what he feels is necessary. As a result, the notebook will continue to exist in terms of the individual parts but not as an assembled entity. We hope to gain flexibility and simplicity by giving up the formality and rigidity of the student notebook.

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OPTIONAL FORM NO. 10  
5010-104

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UNITED STATES GOVERNMENT

# Memorandum

CONFIDENTIAL

TO : Chief, Intelligence School

DATE: 30 July 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 21  
26 - 30 July 1965

1. Number in Clerical Induction Training: During the week of 19 - 23 July 1965, there were 133 trainees in Clerical Induction Training; of these 35 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 19 - 23 July 1965, there were 13 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 19 - 23 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	20	4
Shorthand	10	2

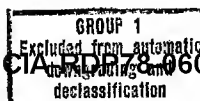
4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 19 - 23 July 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	24	
Typewriting	21	4
Shorthand	9	3
Card Punch Operator		
Aptitude Test	2	

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Weekly Activities Report, No. 21  
26 - 30 July 1965

25X1A

5. Introduction of New Training Aid: We would like to thank [ ] our summer contract instructor, for introducing us to the Scriptip. Scriptip is the trade name for a felt-tipped marking pen produced by Scripto. It makes a very fine line on paper, plastic, or glass and has proved to be invaluable for use on the Vugraph because the ink from the pen can be wiped off with a damp cloth. A large number of these pens has been ordered by the OTR Supplies and Services Branch.

25X1A

6. Personnel Notes:

a. [ ] who has served as a Training Assistant in Clerical Training since 15 June 1964, is resigning from the Agency. Her last day on duty was 30 July 1965.

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b. Arrangements are being made to have Miss Betty [ ] who entered on duty in the Agency on 14 June 1965, assigned to the position vacated by [ ]

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25X1A

c. [ ] who entered on duty as an instructor on the Clerical Training Faculty on 6 July 1965, began teaching a shorthand class on the Clerical Induction Training program this week.

7. Delivery of New Typewriters: Ten new Royal manual typewriters were delivered to Clerical Training classrooms at 1016 16th Street on 29 July 1965. They replaced ten ancient and assorted models of machines which were turned in. Having all of the same kind of machines in a classroom makes the instructor's task easier when she is demonstrating a typing technique or a part of the machine before a large class of typing students. This Faculty is exceedingly pleased to have these new Royals.

25X1A



# Memorandum

**CONFIDENTIAL**

TO : Chief/Intelligence School

DATE: 2 August 1965

FROM : Chief/Management Training Faculty

SUBJECT: Weekly Activities Report No. 21  
26 - 30 July 1965

## MANAGERIAL GRID

3 { The Management Training Faculty has returned from Salado, Texas where we spent a very profitable week in advanced study. We had the benefit of almost constant contact with Dr. Blake and were extremely impressed with the genius of this man. The course consisted of fifty-seven students in the Managerial Grid Program (Phase I) and fifteen advanced students in the so-called Specialist Program. While a few of us were from government, we were considerably outnumbered by men from industry and business, many of whom have extremely responsible jobs. We felt it significant that the Grid Program is attracting the attention of such corporations as Montgomery Ward, Caterpillar Tractor, Union Carbide, Continental Oil, U.S. Rubber and Proctor and Gamble, to name a few. A full report on this week is being compiled separately.

## MANAGEMENT #91

25X1A We understand that the registration for this course, to be given [redacted] 8-13 August, is up to nineteen. We could easily accommodate about fifteen more.

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